

Recreation Program Supervisor – Full Time

The City of Menomonie, WI (Pop. 16,616) is seeking a responsible individual to perform a variety of billing, receipting and related recordkeeping tasks, and to oversee recreation programs as directed by the Recreation Manager. This would include interviewing, recruiting, hiring /managing part-time staff, and establishing program guidelines with policies and procedures established within the department. Candidates should have strong leadership and customer service skills, along with the ability to effectively communicate with the public and peers.

A Bachelor's Degree in Parks/Recreation Administration, or at least 3 years of experience in Municipal Recreation is desired. The City of Menomonie may consider a combination of education and/or years of experience and training which provides the necessary knowledge, skills and abilities to perform the duties of the position. A valid Wisconsin Driver license is required.

Annual Salary: **\$50,000 – \$60,000** DOQ, with an excellent fringe benefit package.

For complete job description visit the website at www.menomonie-wi.gov. If questions please call 715 232 1664

Please submit resume and 3 references by March 8, 2023 to:

City of Menomonie
Recreation Program Supervisor
800 Wilson Avenue
Menomonie, WI 54751
Or

Send resume by email to mstai@menomonie-wi.gov. Position open until filled. EOE/AAE